



Executive Committee Agenda

Date: Saturday, November 19, 2022
Time: 2:00 pm
Location: Coast Victoria Hotel
146 Kingston Street, Victoria BC

	Pages
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
2.1. Introduction of New Items	
2.2. Approval of Agenda	
2.2.1. Agenda Context Notes	3 - 3
3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING	
4. ADOPTION OF MINUTES	
5. FOLLOW UP ACTION LIST AND UPDATES	
5.1. Follow Up Action List/Director/CAO Updates	
5.2. Local Trust Committee Chair Updates	
5.3. Islands Trust Conservancy Liaison Update	
5.4. Initial Executive Committee meeting, November 19, 2022 - Briefing	4 - 11
6. BYLAWS FOR APPROVAL CONSIDERATION	
7. TRUST COUNCIL MEETING PREPARATION	
7.1. Executive	
7.1.1. Draft December Trust Council Schedule	12 - 12
7.2. Local Planning Services	
7.3. Administrative Services	
7.4. Trust Area Services	
8. EXECUTIVE COMMITTEE PROJECTS	
8.1. Trust Council Initiated	
8.1.1. Executive	
8.1.1.1. Election of Executive Committee Islands Trust Conservancy Member	
See item 2.2.1 Agenda Context Notes	
8.1.1.2. Local Trust Committee Chair Appointments - Discussion	13 - 13
See item 2.2.1 Agenda Context Notes	

8.1.1.3. Council Committee Appointments

See item 2.2.1 Agenda Context Notes

8.1.1.3.1. Executive Committee Appointment to Financial Planning Committee

8.1.2. Trust Area Services

8.1.3. Local Planning Services

8.1.4. Administrative Services

8.2. Executive Committee Initiated

8.2.1. Executive

8.2.1.1. Chair letter of introduction to Ministers and MLAs - RFD

See item 2.2.1 Agenda Context Notes

8.2.2. Trust Area Services

8.2.3. Local Planning Services

8.2.4. Administrative Services

9. NEW BUSINESS

9.1. Executive/Trust Council

9.1.1. Request from Minister Cullen to meet with Executive Committee

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9.2. Trust Area Services

9.2.1. LTC Chairs Report on Local Advocacy Topics

9.3. Local Planning Services

9.4. Administrative Services

10. CORRESPONDENCE (for information unless raised for action)

11. WORK PROGRAM

11.1. Review and amendment of current work program

12. NEXT MEETING

The next Executive Committee meeting is scheduled to be held November 23, 2022 at 9:00 am from the Victoria Boardroom office, 1627 Fort Street.

13. CLOSED MEETING (if applicable)

14. ADJOURNMENT

Agenda No.	From	Context Notes
8.1.1.1	DLS	Election of Executive Committee Islands Trust Conservancy Member From section 40 <i>Islands Trust Act (1)</i> The board of trustees for the trust fund is comprised of the following: (a) one member of the executive committee, elected from among its members by the executive committee;
8.1.1.2	CAO/DLS	Local Trust Committee Chair Appointments Section 23(3) of the Islands Trust Act requires that the Chair of Trust Council appoint vice-chairs as Chair's of the local trust committees. The matrix has been provided by Staff to assist the Chair in determining appropriate appointments, and to assist the vice-chairs in providing advice to the Chair.
8.1.1.3	CAO	Council Committee Appointments Review and discussion of trustee sign-up sheets indicating expressions of interest for each of Trust Council's standing committees from the November 18-19 Trust Council meeting.
8.2.1.1	DTAS	Chair letter of introduction to Ministers and MLAs – RFD Recommendation: That Executive Committee direct staff to work with the Chair on a letter of introduction regarding Islands Trust Council new term trustees 2022-2026 for distribution to appropriate ministers and Islands Trust area members of the legislative assembly and the premier.

BRIEFING

To: Executive Committee **For the Meeting of:** November 19, 2022

From: CAO **Date Prepared:** November 18, 2022

SUBJECT: Initial Executive Committee meeting, November 19, 2022

PURPOSE: To provide an overview/context of work for Executive Committee.

BACKGROUND: At the start of the term, Executive Committee (EC) would undertake a process of orientation and consideration of key elements of the function of the Committee.

Key Dates and Ideas

November 19, post Trust Council	Initial meeting of EC, discussion on Vice Chair appointments, Council Committees, upcoming schedule. • Need to identify representative from EC for Conservancy • Consider Council appointments, particularly Financial Planning Committee
Wed November 23	1st regular EC business meeting: • Minimal regular business • Follow up Action list and project overview • Emerging issues • Review and approval of Trust Council schedule for 2022/23 • Approve December Trust Council agenda • Initial orientation: Local Trust Committee (LTC) Chair Kit
December meeting?	Consideration of scheduling a further meeting of EC prior to Christmas
Orientation considerations	Session 1: Executive Committee Orientation (delivered by staff) 1. Introduction 2. Goals of EC a. What are some areas of strength? b. Current perception of the EC, what can be done better 3. How do we want to work together? a. Degree of formality i. Motions ii. Staff interactions and recommendation iii. Timing iv. Late items b. Everyone is provided the same information c. Tele-conferences

	d. Strategic leaders of the organization i. UBCM ii. AVICC iii. LGLA iv. Ministries e. Agenda production f. Staff reporting 4. Brief review of relevant policy (see Attachment 1.)
January	Session 2: Team building and Governance Session Outside consultant to assist Executive Committee organize as an approval body and prepare for the term.

ATTACHMENT(S):

1. Executive Committee Responsibilities and Authorities From the *Islands Trust Act*, Trust Council Bylaw or Policy

FOLLOW-UP:

Prepared By: **CAO**

Reviewed By/Date: **November 19, 2022**

**Executive Committee
Responsibilities and Authorities
From the *Islands Trust Act*, Trust Council Bylaw or Policy**

Source of Responsibility/ Authority	Topic	Responsibility/Authority
Islands Trust Act	General operations	4.1 Purpose: to carry out the object of the trust 4.3 Carry out daily business 4.3 Review activities of Local Trust Committees 22.2 Is a corporation only when acting as an LTC
	Bylaws	21.1.a and 22 Consider bylaws submitted for approval
	Local Trust Committee	4.3 and 21.1.b Act as a Local Trust Committee for part of the Trust Area not within a local trust area or municipality (i.e. Executive 'Ballenas-Winchelsea' LTA)
	Trust Council Directions	21.1.c Carry out other duties that Trust Council directs
	Islands Trust Conservancy	40.1.a One members of the Executive Committee is elected by the Executive Committee to sit on the Islands Trust Conservancy
Trust Council Bylaws	Bylaw 3	Appointments of Islands Trust staff to the offices of secretary, treasurer and other officer positions. Appointment of auditors.
	Bylaws 65	Act on behalf of Trust Council in the development of protocol agreements and in the case of urgent situations.
	Bylaw 72	Liaison with Bowen Island Municipality on behalf of Trust Council
	Bylaw 86	Responsible for referring Trust Council legislative initiatives to ITC Board, if affected, and for coordinating liaison with the provincial government.
	Bylaw 101 Meeting Procedures	May direct the calling of vote to hold a special meeting of Trust Council, or a vote to cancel a special meeting. Discretion regarding delegations, petitioners and correspondence on Trust Council agenda. Must hold meeting procedures according to procedures provided.
	Bylaw 145	Determine whether a Trust Official is eligible for indemnification, in regards to petitions for disqualification from office (EC decision is appealable to TC)
Trust Council Policies		
1.2.1	Policy Statement	Maintain Policy Statement Implementation Work Program Prepare Policy Statement amendments at direction of Council Provide for those with input regarding amendments to address Council.
1.3.1	Policy Statement	Assess sufficiency of reasons that a proposed bylaw does not address a policy or

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	Implementation	regulation required by the ITPS, in accordance with criteria established by Trust Council Advise other agencies and organizations and take appropriate actions regarding issues or decisions that either further or contradict the Policy Statement Transmit suggestions for ITPS amendment to Trust Council
2.1.2	Standards of Conduct	As necessary, form a Standards of Conduct Review Panel to deal with matters of conduct that involve trustees or appointed officials
2.1.4	Protocol Agreements	Coordinates development of new protocol agreements for consideration of Trust Council
2.1.6	Legal Advice	Consider requests to access alternate legal counsel. Consider requests to remove confidentiality requirement and/or waive solicitor-client privilege regarding legal advice. Designate legal advice as restricted if appropriate.
2.1.7	Trust-Wide Administrative Procedures (Section 11)	Provide advice to LTCs regarding administrative procedural bylaws to ensure they are valid and do not create unnecessary financial obligations for the Islands Trust Council.
2.1.8	Development Approval Information Bylaws	May waive various requirements in this policy regarding LTC adoption of Development Approval Information Bylaws
2.1.14	History and Heritage Conservation Grants-in-aid	Consider requests to sponsor non-profit organizations or First Nations engaging in conservation, public awareness, understanding and appreciation of heritage property, cultural heritage areas or archaeological sites in the Trust Area.
2.2.1	Requests for Decision	Review, comment on and coordinate all RFDs going to Council Forward late RFDs to Council at its discretion.
2.2.2	Council Meeting Preparation	Review and manage all items going to Trust Council agenda Prepare Trust Council agenda, based on preliminary outline endorsed by Trust Council Review Trust Council follow up action list before distribution Recommend when Trust Council meetings should be closed to the public
2.3.1	Council Committees	Comprised of four standing committees All EC members sit on Financial Planning Committee Address concerns of staff support to Committees Ensure inter-committee liaison

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2.4.1	Executive Committee Terms of Reference	- Review bylaws of LTCs and IMs - Review and provide recommendations regarding Trust Council bylaws - Assist in resolving internal conflicts - Ensure legislative adherence - Monitor federal and provincial legislation - Coordinate legislative amendment program of Council - Facilitate development of protocol agreements - Coordinate policy development program - Review and comment on operational procedures - Monitor work program function - Coordinate strategic plan - Facilitate trustee orientation and training - Coordinate agency liaison - Coordinate public relations program - Maximize internal communications - Facilitate financing and service to the Islands Trust Conservancy Board - Facilitate liaison with Islands Trust Conservancy Board - Facilitate feedback re organizational performance - Coordinate appraisal and discipline actions re CAO - Coordinate formation and operation of a CAO Hiring Committee, when necessary - Coordinate formation and operation of a CAO Employment Evaluation Committee when necessary - Review and provide input to operational procedures
2.4.4	EC Legislative Role	- Observe LTC activities, provide recommendations and provide assistance - Reviews bylaws, may return or refuse bylaws on specified grounds and give reasons
2.4.6	EC Meeting Preparation	(EC policy that guides preparations for its own meetings)
3.1	ITC/LPS Coordination	Discuss any concerns about ITF and LPS coordination raised by the EC appointee to the ITC Board and an LTC Chair
4.1.13	Sponsorship of LTC-initiated development application fees	Consider requests to sponsor (re fees) of development applications initiated by an LTC
5.4.4	Heritage Designation Bylaws	Consult with LTCs that wish to initiate a heritage designation bylaw

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5.5.1	LTC Bylaw Enforcement	Consider and decide regarding LTC requests to approve funding of legal action (or recommend other action) in regards to bylaw enforcement. Provide reasons and suggest options, if funding is not approved
5.9.2	Planning and Advocacy Initiatives – Outer Boundary	Not approve funding re legal action related to bylaw enforcement outside prescribed area (i.e. outer boundary of Islands Trust Area). (LTCs may make requests for funding to Trust Council)
6.2.1	Priority Setting/Review Guidelines	Monitor and review organizational priority setting/review process Facilitate concerns regarding work program priorities as required. Consolidate each operational unit's priorities into a Priorities/Strategies Matrix and present to Trust Council quarterly
6.5.1	General Revenue Fund Surplus Policy	Consider approval of the use of surplus funds.
6.5.2	Budget Control and Adjustment Authority	Receive reports and determine initial corrective action when an actual or anticipated over-expenditure exceeds \$20,000 for a project or budget line, and advise Financial Planning Committee
6.5.3	Procurement	Consider LTC requests for budget adjustments
6.5.4	Grants Administration	Provide direction to Grants Administrator where various conflicts exist between competing grant applications (e.g. between LTCs), based on criteria established in the policy Consider approval of grant applications initiated by staff under circumstances established in the policy Provide direction to staff where fundraising costs for a project may exceed 25% of the amount to be raised
6.7.1	Work Programs, Follow up Actions Lists and Priorities	Review Priorities/Strategies Matrix and present to Trust Council quarterly and make recommendations re compatibility with available resources
6.9.2	Legal Services Access	May review decisions to access legal counsel on behalf of Council Committees Review and update a list of proactive legal service requirements Review management decisions not to authorize legal services, if requested
6.10.1	Annual Report	Supervise preparation and approval of the Trust Council Annual Report, in accordance with the policy.
6.10.2	Communications	Assigns the Chair responsibility as the spokesperson for Council, who may request an Executive Committee member to speak instead

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6.10.3	Advocacy	Coordinate Islands Trust advocacy efforts to ensure they are advanced strategically and consistent with Trust Council direction Receive information from LTCs re advocacy positions adopted Consider requests from LTCs for advocacy assistance Approve LTC requests to allocate staff time to advocacy issues unrelated to land use planning Discuss current and emerging advocacy topics with ITC Board and BIM Receive reports from staff re new legislative or other issues that warrant further action Report to Trust Council quarterly regarding advocacy activities and annually regarding advocacy highlights from AVICC and UBCM conventions
6.11.1	Trustee/Staff Responsibility Guidelines	Bylaw review/approval Legislative Agenda Policy Development Organizational Strategic Planning Public Relations/Communications CAO Liaison Islands Trust Conservancy Board Liaison Trust Council Governance
6.12.1	Trustee Training/Conference Attendance	May request a trustee to take training or attend a conference on behalf of Trust Council Review/approve trustee training or conference requests Propose trustee in-service training programs
6.12.2	UBCM/AVICC Membership/Resolutions	Represent Trust Council at AVICC and UBCM Manage Trust Council input to resolution processes
6.13	Minutes Guidelines	Consider amendments to policy appendices as recommended by the Legislative Services Manager
7.1.1	Administrative Fairness Principles	Approve delegation of management authority regarding administrative fairness matters for implementation of the CAO
7.1.2	Administrative Fairness Complaints	Observe, advise and offer recommendations and seek remedies in matters for which it has jurisdiction



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		Manage and review complaints made regarding trustees
7.1.6	Corporate Logo Policy	Consider any appeals of management decisions about use of the corporate logo
7.1.7	Receipt of Confidential Information	Authorize employees to be exempt from basic policy
7.2.3	Trustee Travel	Amend Schedule A (Trustee Expense Allowances) on recommendation of Director of Administrative Services Consider approval of trustee travel claims, if not submitted within established quarterly timelines If necessary, consider requests for trustee reimbursement of 'no show' charges, (i.e. where reservations have not been cancelled by a deadline)
8.2.1	Staff Training/Conference Attendance	Approve CAO requests regarding conferences and training

**Islands Trust Council Meeting Schedule
December 6-8, 2022
Electronic**

TUESDAY, DECEMBER 6		WEDNESDAY, DECEMBER 7		THURSDAY, DECEMBER 8	
		9:00 Standards of Conduct/Conflict of Interest/FOI		9:00	Eli Mina Governance Session
		10:00 First Nations Session/Reconciliation Action Plan Reece Harding - presentation			
1:00	CALL TO ORDER	11:00	BREAK	11:00	BREAK
	Executive General Business Arising Ratification of Council Committee Members Trust Council 2023 Schedule Trustee Roundtable	11:15	CONTINUED - First Nations Session/Reconciliation Action Plan Reece Harding - presentation	11:15	Eli Mina Governance Session - continued
2:00	Trust Area Services Policy Statement				
3:00	BREAK	12:00	LUNCH	12:00	ADJOURNMENT (approximate)
3:15	Budget 2023-2024	1:00	Strategic Planning / Projects Local Trust Committees		
5:00	BREAK	3:00	BREAK		
		3:15	Budget 2023-2024		
7:00 – 9:00	DELEGATIONS & PUBLIC COMMENTS				
	Tentatively scheduled for this time	5:00	ADJOURN FOR THE DAY (approximate)		

Matrix to assist with Local Trust Committee 2022-2026 Chair Appointments

Chair Appointment Matrix	2022-2026 Term							
Local Trust Committee	Trustee	Trustee	Meetings per year	Preferred Meeting Day	Est. workload	Meeting Access	Chair	Alternate
NORTHERN REGION								
Ballenas-Winchelsea	n/a	n/a	2	EC Meeting	Very Low	EC Meeting		
Denman	Borthwick	Graham	8	Tuesday	MEDIUM	Car ferry hourly		
Gabriola	Elliot	Yates	9	Thursday	MID-HIGH	Car ferry ev.30 min to hourly		
Gambier	Bernardo	Stamford	8	Thursday	MEDIUM	Varies**		
Hornby	Allen	Scott	8	Friday	MEDIUM	Car ferry to 6 pm		
Lasqueti	Lironi	Peterson	6	Monday	LOW	Passenger only - infrequent***		
Thetis	Hunter	Luckham	8	Tuesday	LOW	Car ferry ev 80-90 minutes		
SOUTHERN REGION								
Galiano	Gauvreau	Mabberley	10	Monday	MEDIUM	4 sailings per day to victoria		
Mayne	Dodds	Maude	9	Monday	LOW	5 sailings per day to Victoria		
North Pender	Campbell	Morrison	10	Friday	MID-HIGH	7 sailings per day to victoria		
Saturna	Boland	Middleton	5	Thursday	LOW	4 sailings per day to Victoria		
South Pender	Falck	Peszal	5	Friday	LOW	7 sailings per day to Victoria		
SALT SPRING								
Salt Spring	Patrick	Harris	12	Thursday	HIGH	Car ferry every 2 hours from Swartz Bay		
						14 sailings per day from Crofton		
BOWEN MUNICIPALITY								
Bowen Trustees	Fast	Gedye	-	Monday	-	car ferry 16 sailings per day		
		Incumbant Trustees re-elected						
		New trustees						
		Former trustees						
	**	Gambier - meetings usually held in Gibsons, 1 per year on Gambier, 1 per year on Keats, 1 per year in West Van.						
	***	Lasqueti - Labour Day to last Wednesday in June no Tuesday or Wednesday sailings, Rest of year no Tuesday sailings.						
		Lasqueti - on sailing days three sailings per day, except Sunday which as two sailings. All sailings passenger only.						

From: Walters, Hailey MUNI:EX <Hailey.Walters@gov.bc.ca>
Sent: Wednesday, November 16, 2022 9:08 AM
To: Lori Foster <lfoster@islandstrust.bc.ca>
Cc: MacTavish, Quinn MUNI:EX <Quinn.MacTavish@gov.bc.ca>; Andrews, Scott MUNI:EX <Scott.Andrews@gov.bc.ca>; Moreira, Nicole MUNI:EX <Nicole.Moreira@gov.bc.ca>
Subject: Meeting with Minister Nathan Cullen

Hi there,

I am reaching out from Minister Nathan Cullen's office requesting a meeting with Islands Trust, including the new Chair.

Minister Nathan Cullen will be in Victoria on Wednesday, December 14 and would be happy to have a meeting from 1-130pm if that would work on your end.

Please advise if this timing works and if so, who would be in attendance.

Thank you so much and I look forward to hearing from you.

Cheers,

Hailey Walters | Administrative Coordinator

To The Honourable Nathan Cullen

Ministry of Municipal Affairs

250-580-8880